

**TOWN OF WILLIAMSPORT  
MAYOR AND COUNCIL MEETING MINUTES  
December 10, 2012**

A regular meeting of the Williamsport Mayor and Council was held on December 10, 2012, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II  
Councilwoman Joan Knode  
Councilman Jim Kalbfleisch  
Councilman Bill Green  
Councilwoman Maya Haines

Town Clerk Donnie Stotemyer

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Jim Kalbfleisch to accept the minutes of the regular meeting minutes held on November 12, 2012 and the workshop minutes held on December 3, 2012, seconded by Councilwoman Joan Knode with all voting in favor motion carried.

**Financial Report**

Town Clerk Donnie Stotemyer gave the financial report. A motion was made by Councilwoman Joan Knode to accept the financial report as presented, seconded by Councilman Jim Kalbfleisch with all voting in favor motion carried.

Town Clerk Donnie Stotemyer presented a financial report from the Williamsport Friday Night Cruisin (Jimmy Black). The following donations were made to the following charities:

Williamsport Food Bank	\$500
Cumberland Valley Breast Cancer	\$700
Toys for Tots	\$50
Washington County Sheriff Dept	\$200 (Deputy Witmer)
Total	\$1,450

**Guests**

Robbie Koontz from Williamsport Boy Scout Troop 17 to present to the Mayor and Council three wooden benches that will be utilized at the Springfield Farm Barn. This was his Eagle Scout Project. The Mayor and Council thanked Mr. Koontz for the benches.

Richard Hartle, owner of Diamond Electric Co, presented a check to the Mayor and Council for \$2800. This is a donation towards the employees Christmas in the Park event. The Mayor and Council thanked Mr. Hartle for his generous donation.

### **Correspondence**

Town Clerk Donnie Stotemyer read a letter from Pastor Thomas Perry, Board Member Chesapeake & Ohio Canal Assn advised the C&O Canal Assn. recently donated \$700 towards the restoration of the Abner Doubleday Hill in Riverview Cemetery. He informed the Mayor and Council that he is going back to the Assn. to request they increase the next donation to \$1000 and the Association be recognized when the memorial is dedicated next year commemorating the 150th anniversary of the Civil War.

### **Reports:**

#### **Board of Elections Supervisor**

No report

#### **Board of Zoning and Appeals**

No report

#### **History and Museum Board**

Jerry Knode of the History and Museum Board advised the museum is closed for the season.

#### **Planning Commission**

Permits Reviewed and Disposition Made:

2012-42	22 W. Church Street	Concrete Pad	Approved	\$ 50.00
2012-43	41 N. Conococheague Street	Commercial	Approved	\$ 50.00
2012-44	29 Springfield Lane	Accessory Building	Approved	\$50.00
2012-45	33 S. Artizan Street	Interior Remolding	Approved	\$50.00

Permits Under Reviewed:

2012-14	31 W. Salisbury St.	Replace Porch	Pending
Item will be removed from agenda no action since 1/24/2012 (eff. 12/1/2012)			
2012-23	22 N. Conococheague St	Commercial Retail	Recommended for Appeal
Item will be removed from agenda due to no response to Appeal (eff. 12/1/2012)			
2012-28	21 N. Conococheague St.	Commercial Retail	Must be reviewed by A/B
Item will be removed from agenda due to no response to Appeal (eff. 12/1/2012)			
2012-36	15801 Lockwood Road	Commercial Zoning (Text Amend Required)	Referred to M & C
2012-41	19 W. Sunset Av/	Pole Barn 50' x 80'	Will Require Appeal

Old Business:

Jan., 2011 Buffer Ordinance                      No hard copy on file                      Request Target Date  
June, 2011 Demolition Ordinance                      On the advice of attorney, we have investigated Town  
Minutes and can find no evidence of formal approval.    Advised County may have Ordinance  
covering this subject matter.    Awaiting copy of County Ordinances for referencing.  
June, 2012 Abandonment Structure Ordinance    1<sup>st</sup> Draft available for review Oct./ Nov.  
A Draft Copy is completed and will require input from Mayor and Council when submitted.  
However, at this time attorney is advising research as to whether County may already have  
subject covered.    Will discuss at meeting w/County in December.

New Business:

Meeting w/ Washing County Planning on Dec. 11, 2012

**Legal Council**

No report

**Sheriff's Report**

Mayor James McCleaf gave the November 2012 Sheriff's report.

**Council report**

Mayor James McCleaf gave pool report

The pool committee has scheduled a meeting for Wednesday November 28, 2012 at 7:00 P.M. to discuss preparations for the upcoming 2013 pool season.

Councilman James Kalbfleisch reported the Town is in the process of putting a link of the Town's website called "net metering". This link will explain to the town residents how the town calculates their electric bill. He also wanted to thank the local boy scouts from Troop 17 for the luminaries in the park the night of the lighting of the park.

Councilwoman Joan Knode reported that there was two wonderful weeks up at the Charlie Brown Christmas. The event was packed everyday and there was over \$4,176.35 collected in donations. The girl scouts troop from Marlow West Virginia was very helpful with the donations. Max and Linda Reed provided wagon rides and it was just a great event.

Councilman Bill Green reported that winter pansies have been planted in the flower pots downtown, new snowflakes have been installed on light poles throughout town and he reported that parking attendant Mike Hessong is doing a great job for the town.

Councilwoman Maya Haines suggested to Councilwoman Joan Knode that maybe she could look at having different time frames for the Charlie Brown Christmas Event and suggested that the Mayor and Council could all be part of next year's event. She is currently working out a

schedule for the July 4, 2013 and has been looking at having the US Navy band perform at this year's celebration. Mayor McCleaf informed Councilwoman Haines that Susie Kunkel working out the final details for the bands to attend the July 4th event. She also reported there are still problems of people in park and reminded everyone if they see a problem please report it. She stated she has issues with the skateboarders in town and someone smashed a pumpkin on her car and she had concerns with the recent sewer leak at the town's #1 plant.

### **Mayor's Report**

Mayor James McCleaf thanked the town employees for the Christmas decorations in the park - everything looked very nice. He wished everyone a very Merry Christmas and a Happy New Year.

Mayor James McCleaf reviewed the 2012 Decoration Contest Winners:

#### **Best Yard**

1. Jack Murray 38 W Frederick St
2. Ronnie Eyler 20 E Potomac St
3. Jay Lauver 28 Springfield Lane

#### **Business**

1. Rosemary's Florist 21 E Potomac St
2. L & J Liquors 1 W Potomac St
3. Desert Rose Cafe 42 N Conococheague St

#### **Best Doorway**

1. Phil Murray 31 W Frederick St
2. William Carrier 215 E Potomac St
3. Charles Brown 24 S Conococheague St

### **Unfinished Business**

Mayor James McCleaf explained to the Council that Maryland Governor O'Malley signed into law the Sustainable Growth and Preservation Act of 2012 (SB 236/HB 445) more commonly known as the "septic bill." This new law encourages, but does not require, Counties and incorporated municipalities to adopt a four (4) tier system that regulates the number and location of new private septic systems and identifies where new development will occur on public sewer systems. In planning for future growth, Towns and Counties will have a common interest and responsibility to designate tiers in certain areas of a County adjacent to town boundaries to reflect Municipal Growth Elements and Comprehensive Plans. Councilman Bill Green made a motion to adopt the Sustainable Growth and Preservation Act of 2012 as presented seconded by Councilwoman Joan Knode with all voting in favor, motion carried.

Mayor James McCleaf reviewed with the Council Town of Williamsport Christmas bonuses. He will verify with town bookkeeper Kim Wagoner if the town could afford to give a Christmas bonus to employees this year.

Mayor James McCleaf reviewed the Summary of the Resolution authorizing the Town of Williamsport USDA Loan

SUMMARY OF BOND RESOLUTION  
AUTHORIZING THE TOWN OF WILLIAMSPORT'S USDA LOAN

- Resolution authorizes the Town to issue a general obligation installment bond in the amount of \$1,600,000 and to apply proceeds in part to prepay the outstanding 2011 bond anticipation note (BAN) held by SunTrust Bank, which was applied to project costs on an interim basis, and in part to finance/reimburse project costs post-closing.
- Resolution provides 2012 Bond will be designated The Town of Williamsport Wastewater System Improvements Bond of 2012, will be dated date of delivery, and will be issued in the principal amount of \$1,600,000.
- Resolution provides 2012 Bond will bear interest at rate of 2.125% per annum principal and interest will be paid in quarterly installments of \$14,880.00 each, commencing 3 months after the date of issuance (or on a date earlier than the date of closing in every 3<sup>rd</sup> month as may be required by USDA). The 2012 Bond will mature 40 years from date of issuance or such earlier date within the month following 40 years from the date of issuance required by USDA. In case USDA decides to revise the amortization schedule for any reason prior to closing, the Mayor, on behalf of the Town, is authorized to agree to such revised schedule by executing the final bond reflecting such revised schedule.
- One or both of the Mayor and the Clerk-Treasurer are authorized to submit draws for the remaining principal amount of the 2012 Bond to USDA, in such format as required by USDA.
- Resolution provides that Town will have right to prepay 2012 Bond in whole or in part without premium or penalty, upon 30 days notice (or such fewer number of days as is acceptable to the holder); if the holder is the USA, acting through any department, division or agency thereof, prepayment will be made in accordance with applicable regulations.
- Resolution provides 2012 Bond will be signed by the Mayor, that the Clerk-Treasurer will serve as registrar, and for registration and transfer of 2012 Bond. Form of the 2012 Bond is set forth as Exhibit A to the Resolution and the Mayor is authorized to complete/approve changes to the same contemplated by the Resolution.
- Resolution provides 2012 Bond will be sold at private negotiated sale without solicitation of competitive bids, to USA, acting through any department, division or agency thereof.
- Resolution authorizes all necessary officials to take action to complete issuance of the 2012 Bond. Each of the Mayor and the Clerk-Treasurer are authorized to take any action necessary to effect any prepayment of BAN.

- Resolution provides that debt service on the bond is payable in the first instance from wastewater system revenues, pledges full faith and credit and unlimited taxing power of Town to payment of the 2012 Bond, and provides for levy and collection of taxes necessary to pay debt service. Resolution provides that to the extent permitted by law, other available moneys may be used to pay debt service.
- The Mayor and the Clerk-Treasurer are designated to execute and deliver tax certificate on behalf of the Town and are authorized to make any designations, determinations, elections or filings in connection with tax matters. Town agrees to comply with tax code provisions to maintain tax-exempt status of the 2012 Bond.
- The 2012 Bond is designated as a “qualified tax-exempt obligation” for purposes of Section 265(b)(3) of the federal tax code based on the Town’s expectation that is and its subordinate entities and on-behalf-of issuers will not issue more than \$10,000,000 of tax-exempt obligations (including qualified 501(c)(3) bonds) in calendar year 2012.
- The Town states its expectation to issue not more than \$5,000,000 of tax-exempt obligations in calendar year 2012 (if that remains true, the Town is able to take advantage of the small issuer exception from the federal tax code’s rebate requirements).
- The Mayor and the Clerk-Treasurer are authorized to approve comprehensive written post-issuance tax compliance procedures relating to non-conduit tax-exempt obligations of the Town, and to modify the same from time to time. (This is because the IRS strongly urges issuers to have such procedures in place, and when an issuer files a Form 8038 after a tax-exempt closing, it must indicate whether it has the same in place.)
- Resolution is effective immediately upon its adoption.

Councilman Jim Kalbfleisch made a motion to accept the USDA Loan as presented seconded by Councilwoman Maya Haines with all voting in favor motion carried.

Mayor James McCleaf reviewed with the Council the calendar of events for 2013



**Town of Williamsport MD**  
**Calendar of Events 2013**  
**Event Information Monthly in**  
**Williamsport Town Newsletters**  
[www.williamsportmd.gov](http://www.williamsportmd.gov)  
[Facebook.com/williamsportmd](https://www.facebook.com/williamsportmd)



<i>Enjoy!! Participate!! Volunteer!!</i>	<i>HAPPY NEW YEAR, WONDERFUL TOWN OF WILLIAMSPORT MD!!</i>
January 1, 2013 Noon Sharp!	POLAR BEAR PLUNGE – River Bottom Park – Benefits Humane Society
January 1, 2013	New Year Day Holiday – Town Hall Closed – Employees Holiday
January 7 Everyone	Town Council Work Session – Council Chambers 6:30p.m.

January 14 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
February 2 → → → → →	River Rat Day – if he sees his shadow - 6 more weeks of winter!
February 4 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
February 11 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
February 8	Boy Scouts Day – BS Troop 17 – chartered 1914!
February 14	Valentine's Day – For unique gifts - Shop our Local Shops!
February 16	Valentine's Dinner & Dance – Williamsport UM Ch 301-223-7040
February 18	President's Day – Town Hall Closed - Employees Holiday
MARCH – NOVEMBER	TOWN MUSEUM OPEN 1-4P.M. Lower Level – Springfield Barn
March 4 VOTE!! VOTE!!	Town Election – Town Hall Closed – Employees Holiday
March 11 Everyone Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
March 17	Get your lucky Shamrocks at our local florist – Rosemary's
March 22 & 23	Bunny Trail Spring Craft Show by C&O Canal Days Comm. – Springfield Farm
March 29	Good Friday – Town Hall Closed – Employee Holiday
March 30	Easter Egg Hunt – Williamsport Fire & EMS 10a.m. Byron Park
March 31	Easter Community Sunrise Service at Town Museum 6:30a.m.
March 31	"Earth Hour" in Williamsport – Byron Park
April 1 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
April 8 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
April 5	Williamsport's First Friday Event - TBA
April 6	Hitching Post RoundUp Sale 10a.m. – 2p.m. Wedding & Bridal items for sale – info 301-223-7229
April 6	Conococheague Little League Opening Day Ceremony 10a.m.
May 5	Williamsport's First Friday Event - TBA
May 6 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
May 13 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
May 12	Williamsport Community Band's Free Spring/Mother's Day Concert – 3p.m. Springfield Farm Barn
May TBA	L. Beard Miller Swimming Pool OPENS - Enjoy!!
May 27	Memorial Day – Town Hall Closed – Employees Holiday
June 1	C&O Canal Fishing Rodeo – NPS Cushwa Basin 9a.m. – Noon
June 1	Rehoboth UM Church - Youth Street Fair – E. Salisbury St
June 3 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
June 10 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
June 7	Williamsport's First Friday Event - TBA
June 12 – 23	Downsville Ruritan Carnival – Byron Park evenings
June 23	Suicide Awareness Walk – Byron Park
July 1 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
July 8 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
July 4	Independence Day – Town Hall Closed – Employees Holiday
July 4	4 <sup>th</sup> in the Park – Byron Park
July 4	Williamsport Community Band's Patriotic Concert (dusk) Fireworks display (dusk) – Byron Park
July 5	Williamsport's First Friday Event - TBA
July 11, 12, 13 & 14	Retreat through Williamsport: Civil War Weekend – Bus tours, CW re-enactors, talks, skirmishes, locations – Barn, NPS, River Bottom, Doubleday Hill & more
July 20	Bike Nite – Town Center
July 20	River City Little League Baseball Classic – Byron Park
August 2	Williamsport's First Friday Event - TBA
August 5 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
August 12 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
August 6	National Night Out

August 17	Williamsport Fire & EMS – Gun Bash! Springfield Farm
August 22	Williamsport Community Band's Concert in Park –C&O Canal Days – Honoring Mrs. Lula Brant Harsh
August 23 – 25	C&O Canal Days Events TBA
September 2	Labor Day – Town Hall Closed – Employees Holiday
September 2 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
September 9 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
September 6	Williamsport's First Friday Event - TBA
September 14	River Bottom Bash!! – River Bottom Park
October 4	Williamsport's First Friday Event – TBA
October 7 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
October 14 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
October 11, 12 & 13	WWII Weekend – WWII re-enactors, 40's Fashion Show, USO dance, Victory Garden Display, displays, military equipment etc.
October 13	WWII Patriotic Concert honoring Veterans and all military members by the Williamsport Community Barn – 3p.m. – Barn
October 16-31	Williamsport "Haunted Walks" every Mon, Wed & Fri – starting Wed – Oct 16 with special walk October 31
October 31	Williamsport Merchants "Moonlight Festival" - Town Center
November 4 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
November 11 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
November 11	Veteran's Day – Town Hall Closed – Employees Holiday
November 11	Veteran's Day Ceremony – American Legion Post 202 – 11a.m.
November 28	Free Thanksgiving Dinner – Williamsport UM Ch – 11a.m. – 2p.m.
November 28 & 29	Thanksgiving Holiday – Town Hall Closed – Employees Holiday
December 2 Everyone	Town Council Work Session – Council Chambers 6:30p.m.
December 9 Welcome!	Town Council Regular Meeting – Council Chambers – 7p.m.
December 6	CHRISTMAS PARADE & BYRON PARK LIGHTING 7P.M. Enjoy the Christmas lights of Byron Park through January 2, 2014
December 7	SANTA'S JINGLE JOG – 5K
December 7	Williamsport Fire & EMS–Breakfast with Santa– Community Bldg
December 7 & 8; 14 & 15 Time: 3 – 8p.m.	Charlie Brown Christmas – Reindeer in the Rafters! Over 80 decorated trees, Santa, Buster the Talking Bear, Trains & more
December 8	Williamsport Community Home Decorating Contest Judging
December 10 Noon – 5p.m.	Day Opening –Charlie Brown Christmas – Reindeer in the Rafters
December 24 Half day December 25 & 26	Christmas Holiday – Town Hall Closed – Employees Holiday
December 25	Free Christmas Dinner – Rehoboth UM Church – 11:30a.m. – 2:30p.m.
January 1, 2014	New Year Day Holiday – Town Hall Closed – Employees Holiday
January 1, 2014 Noon Sharp!	POLAR BEAR PLUNGE – River Bottom Park – Benefits Humane Society
	New Events APPROVED BY COUNCIL – May be added during the year!
	Have a new event idea for our Town? Contact Joan- info below or Donnie at Town Hall.

For more info, please contact Town Hall 301-223-7711, Joan Knode 301-223-7229 or email at [joaneknode@msn.com](mailto:joaneknode@msn.com)

Councilman Bill Green made a motion to accept the 2013 calendar of events as presented seconded by Councilwoman Joan Knode with all voting in favor motion carried.



Mayor James McCleaf informed the Council that the Town needs to replace the Town's backhoe. It wore out and dire need of repair. Mayor James McCleaf advised that the town received three bids. The bids were received from Vernon E. Stup Co. 2007 Case 580 SM Loader Backhoe Series 2 \$54,900, Lawrence Equipment 2005 Case 580 SM \$47,040, Folcomer Equipment Corp. 2005 Case 580 SM \$45000. Councilwoman Joan Knode made a motion to purchase the backhoe from Vernon E Stup Co. 2007 Case 580 SM Loader Backhoe Series 2 for \$54,900 seconded by Councilman Bill Green with all voting in favor motion carried.

Mayor James McCleaf explained to the Council that every year the Council provides holiday parking in the immediate downtown area over a two week period. The holiday parking provides free parking to residents and outside visitors. The parking will run from December 17, 2012 - January 4, 2013. Councilman Jim Kalbfleisch made a motion adopt the holiday parking as presented seconded by Councilwoman Joan Knode with all voting in favor motion carried..

### **New Business**

Mayor James McCleaf explained that new employee Michael Hessong would need to be approved as parking meter attendant for the Town of Williamsport. Councilman Bill Green made a motion to appoint Michael Hessong as parking meter attendant for the Town of Williamsport seconded by Councilwoman Joan Knode with all voting in favor motion.

Mayor James McCleaf informed the Council that the Town of Williamsport was awarded a Recreational Trails Program (RTP) from the Maryland State Highway Administration in the amount of \$5512. This award amount is specifically for the purchase of 30 U-shaped bike racks that attach to parking meters, 2 traditional galvanized bike racks and 8 recycled plastic benches. Councilwoman Joan Knode made a motion to accept the grant award from the Recreational Trails Program from the State Highway Administration in the amount of \$5512 seconded by Asst. Mayor Tony Drury with all voting in favor motion carried.

Town employee Dave Danfelt submitted a written report as follows;

In the year 2011 - 2012 in order to save the town money, I have rebuilt 10 street units which have had burned out transformers at the cost of a ballast kit which is \$85.40 vs. replacing the entire light at a cost of close to \$600 each. I also called suppliers and obtained prices on electrical supplies including lamps for the street and traffic lights. We are purchasing our supplies from City Electric Supply aka CES. They have been giving us great prices as well a great service. Respectfully submitted by Dave Danfelt

Mayor James McCleaf informed the Council that Ride Allegheny is a group that provides assistance to soldiers and their families recovering at military medical centers. Their bike ride covers 300 miles over 4 days from Pittsburg PA to Gaithersburg, MD along the great Allegheny Passage Trail and the C & O Canal tow path. Every year the ride comes through the Town of Williamsport on the 3rd day. As they departed the C & O Canal tow path and road up to the Ramada Plaza Hotel in Hagerstown, unfortunately, one of their riders, Mr. Rick Unger, suffered a fatal heart attack on Potomac Street. The Ride Allegheny group is seeking permission to create

a permanent memorial to Rick Unger in Williamsport. They are requesting that a marker be placed in the sidewalk. Mayor McCleaf suggested instead of placing markers in the sidewalk would the group consider planting a tree in the park with a plaque. Mayor McCleaf asked Town Clerk Donnie Stotemyer to follow up with Ride Allegheny group to see if they would be willing to plant a tree with a marker.

Mayor James McCleaf reviewed with the Council that the Williamsport Food Bank is seeking permission to close Byron Memorial Park to vehicle traffic on Wednesday, December 12, 2012 from 7- 9:00 pm for the second annual horse-drawn wagon rides. Cost for the event is canned food or a monetary donation. Councilwoman Maya Haines made a motion to permit Williamsport Food Bank to hold its annual event seconded by Councilman Jim Kalbfleisch with all voting in favor motion carried.

### **Citizen Participation**

Town resident Joyce Kramer chairman of the C & O Canal Committee asked the Mayor and Council at the upcoming January workshop - could the Mayor and Council make a decision for what streets would be closed during this year's event. Mayor McCleaf advised a decision would be made.

Town resident Ken Lafferty addressed the Mayor and Council concerning the red curbs stating there are issues with the parking since there is no signage. Mr. Lafferty met with Sheriff Doug Mullendore concerning this issue and Sheriff Mullendore informed Mr. Lafferty he could not enforce the parking until signs have been put up. Mayor McCleaf would be following up on his concerns.

Town resident Dave Kirby informed the Mayor and Council that last Sunday when he was on his way to church and there were kids standing in the street and refused to move. Mayor McCleaf advised if he was having issues he needed to contact the Washington County Sheriff Dept.

Mayor James McCleaf wished everyone a great Christmas and hoped everyone had a great New Year.

A motion was made by Councilman Jim Kalbfleisch made a motion to adjourn, seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Respectfully submitted,

James G. McCleaf II  
Mayor  
Town of Williamsport